



ನವ ಮಂಗಳೂರು ಬಂದರು ಮಂಡಳಿ

नव मंगलूर पत्तन न्यास

NEW MANGALORE PORT TRUST

भारत सरकार (पत्तन, पोत परिवहन और जलमार्ग मंत्रालय)
Govt of India (Ministry of Ports, Shipping and Waterways)
ಪಣಂಬೂರು ಪಣಮ್ಬೂರು Panambur / ಮಂಗಳೂರು ಮಂಗಲೂರು Mangalore - 575010



No.3/14/2021/ERS.2

Date: 10.11.2021

To

The Chairmen,
All Major Port Trusts.

Sir,

Sub: Filling up of the post of Senior Deputy Secretary (Dy.HOD) by absorption through composite method- application invited.

1. The post of Senior Deputy Secretary (Dy.HOD) in New Mangalore Port Trust has fallen vacant w.e.f. 27.10.2021. The post is in the pay scale of Rs. 80000-220000 (pre-revised Rs.32900-58000). The post is to be filled by absorption through composite method from officers of Major Port Trusts, fulfilling the eligibility criteria as per **Annexure – I**.
2. Applications in the prescribed format (**Annexure –II**) from eligible and willing officers, who satisfy the provisions of recruitment rules for the post of Sr.Dy.Secretary, may be forwarded with prior approval of the Competent Authority to "The Secretary(Stat), New Mangalore Port Trust, Mangalore – 575 010", with the following documents so as to reach this office on or before **10.12.2021**. The crucial date for determining the eligibility criteria would be the last date of closing of application, i.e. **10.12.2021**, in terms of Ministry of Ports, Shipping & Waterways letter No. A-29018/4/2018-PE-I dated 11.08.2021.
 - a. Copies of APARs for the last 5 years (2015-16 to 2019-20), ending latest reporting year, duly attested by the officer not below the rank of Dy. HOD on each page.
 - b. Attested copies of all the certificate, as a proof of educational qualification, experience in the respective post & pay scale wise.
 - c. No Objection Certificate from the respective Port.
 - d. Certificate by Head of Office of the Applicant as per the format.

ದೂರವಾಣಿ : ಕಚೇರಿ : 0824 -2407341
ಫ್ಯಾಕ್ಸ್ : 0824- 2408390

ಫೋನ್ : कार्यालय : 0824 - 2407341
ಫೆಕ್ಸ್ : 0824 - 2408390

Phone : Office : 2407341 (18 Lines)
Fax : 0824-2408390

An ISO 9001:2015, 14001:2015 & ISPS Compliant Port

- e. Undertaking of the applicants to the effect that candidature will not be withdrawn, if selected.
 - f. Vigilance and Administrative clearance by the concerned Port as in the proforma prescribed by the Ministry duly completely filled, signed and stamped by the CVO. A copy of pro-forma is enclosed at **Annexure – III**.
 - g. The veracity of the University Certificate and the recognition of the degree obtained by the applicant may be ensured and certified.
 - h. Recent two passport size photographs, to be inserted/tagged in a transparent envelop.
3. The candidate who withdraws his candidature for the post after his selection by the Services Selection Committee, will be liable for debarment from future selection to Dy.HoD level posts in all Major Port Trusts for a period of two years, as per the instructions issued by the MoPS&W vide letter No. A-29018/4/2018-PE-I dated 11.08.2021.
 4. The applications received through proper channel only will be entertained. The applications received after the last date or without ACRs/APARs and other requisite documents or otherwise incomplete will not be considered. In case of receipt of advance copy of application in respect of any applicant by this Port, candidature of the applicant will not be considered, if his/her application is not received through proper channel within 15 days of the last date of receipt of applications.
 5. For information please visit www.newmangaloreport.gov.in

Yours faithfully,


(Capt. S R Pattanayak)
Secretary (Stat)

Encl: 1) Annexure – I
2) Annexure – II
3) Annexure- III

Copy to Shri. Rajiv Nayan , Under Secretary (PHRD), Ministry of Ports, Shipping & Waterways, No.1, Parliament Street, New Delhi – 110 001 for information.

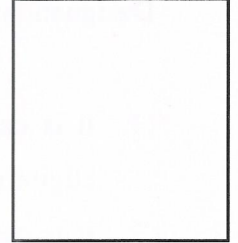
ANNEXURE-I

Sl. No	Name of the Post	No. of Posts	Classification	Scale of Pay (')	Whether Selection or Non-Selection	Upper Age limit for direct recruitment (in yrs.)	Educational and other qualifications prescribed for direct recruitment	Whether (a) Age (b) education (c) qualifications (d) experience for direct recruits will apply in the case of promotion/absorption/deputation	Period of Probation (in yrs.)	Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation)	In case of promotion/absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
4	Senior Deputy Secretary	1	Class-I	Rs. 80000-220000 (pre-revised Rs. 32900-58000)	Selection	42	<p>Essential:-</p> <p>(i) A degree from a recognized university.</p> <p>(ii) Twelve years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/ Commercial/ Govt. Undertaking.</p> <p>Desirable:-</p> <p>Post Graduate degree/diploma in Personnel Management / Industrial Relations/Social Work/Labour Welfare or allied subjects or degree in Law from a recognized university/ Institution.</p>	(a) No (b) Yes (c) No	N.A.	By absorption through composite method failing which by deputation from other Govt. organization and failing both by direct recruitment.	For absorption through composite posts or the post of Dy. Secretary or equivalent posts in the respective discipline of GAD (such as CPRO/Dy. Estate Manager/Dy. Chief Law Officer/Personnel Officer) in the scale of pay of Rs. 60000-180000 with 3 years regular service in the grade in a Major Port Trust or Deputy Secretary or equivalent posts in the respective discipline of GAD with 2 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs.50000-160000 (Pre to Pre-revised Rs.10750-16750) & Rs. 60000-180000 in the respective discipline of GAD in a Major Port Trust will be eligible. For deputation, Officers holding analogous posts or post of Dy. Secretary or equivalent posts in the respective discipline of GAD in the scale of pay of Rs. 60000-180000 in Govt. / Semi Govt. /PSUs or Autonomous Bodies with 3 years regular service in the grade will be eligible. The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "Very Good".	<p>Feeder post:</p> <p>1. Officers holding analogous posts</p> <p>2. Dy. Secretary and equivalent posts in respective discipline of GAD in the pay scale of Rs. 60000-180000.</p>

ANNEXURE II

Application for the post of Sr.Deputy Secretary

PROFORMA



1. Name :
2. Father's /Husband's Name :
3. Date of Birth & Present age :
4. Date of Retirement :
5. Whether belongs to SC/ST/OBC/UR :
6. Address for communication with Telephone/Mobile No. :
7. Academic and Professional Qualification :

Exam/Degree	Year of Passing	Name of Instt./Board/University	Marks Aggregated	Percentage

(Attach separate sheet, if required)

8. Employment History and Experience:

Name of the Ministry/ Dept./Govt. organization/Autonomous Body/company/Corporation	Designation	Pay Scale	Whether post is held on regular or ad-hoc basis	Period		Nature of work in brief (to be attached separately)
				From	To	

(Attach separate sheet, if required)

9. Please mention details of appreciation/ Outstanding work done, if any, which was duly recognized by the higher authority
10. Enclosures (Please mention) :
11. Declaration:

I, hereby solemnly declare that all the statements made in the above proforma are true and correct to the best of my knowledge and belief. If selected, the candidature will not be withdrawn:

Place:
Date:

Signature.....

Name and Address of the applicant.....

....P.T.O....

Certificate to be given by Head of Office of Shri/Smt :.....

Designation:

1. It is certified that the particulars furnished by the Officer are correct and he/she fulfills eligibility criteria.
2. It is certified that no Disciplinary/Vigilance case is pending or contemplated against the applicant and that he/she is clear from the Vigilance and Administrative angle.
3. His/her integrity is certified.
4. It is certified that no major/minor penalty have been imposed on the Officer during the last 10 years.
5. Attested copies of the ACRs for the last five years (2015-16 to 2019-20) are enclosed.
6. The veracity of the University certificates relating to educational qualification has been ensured and certified.

Signature of the Dy.Chairman/
Chairman alongwith official seal

PARTICULARS OF THE OFFICER FOR WHOM VIGILANCE
COMMENTS/CLEARANCE IS BEING SOUGHT

(To be furnished and signed by the CVO or HOD)

1. Name of Officer (in full) :
2. Father's name :
3. Date of Birth :
4. Date of Retirement :
5. Date of entry into service :
6. Service to which the officer belongs :
including batch/year cadre etc.
wherever applicable :
7. Positions held (during the ten preceding year) :

Sl. No.	Designation & Place of posting	From	To

8. Whether the Officer has been placed on the "Agreed List" or List of Officers of Doubtful integrity (If yes, details to be given) :
9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, with what result (*) :
10. Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and details of the penalty (*) :
11. Is any disciplinary/criminal proceedings or charge-sheet pending against the Officer as on date.(If so, details to be furnished including reference no., if any of the Commission) :
12. Is any action contemplated against the Officer as on date.(If so, details to be furnished) (*) :

Date:

(Name & Signature)

(*) If Vigilance clearance had been obtained from the Ministry/CVC in the past, the information may be provided for the period thereafter.